

- Control the number of decimal places and leading zeroes in *Options*.
- Enter a custom format code. This is a very powerful facility that is detailed in the *Number Format Codes* page of the Help.
- The *Language* setting controls the local settings for the different formats such as the date format and currency symbol.



Figure 45: Number icons on Formatting toolbar

Formatting fonts

To select a font and format it for use in a cell:

- 1) Select a cell or cell range.
- 2) Click the down arrow on the right of the *Font Name* box on the Formatting toolbar (highlighted in Figure 46) and select a font from the drop-down list. The font can also be changed using the *Font* tab on the Format Cells dialog.
- 3) Click on the down arrow on the right of the *Font Size* box on the Formatting toolbar and select a font size from the drop-down list. The font size can also be changed using the *Font* tab on the Format Cells dialog.
- 4) To change the character format, click on the **Bold**, **Italic**, or **Underline** icons on the Formatting toolbar.
- 5) To change the paragraph alignment, click on one of the alignment icons (**Align Left**, **Align Center**, **Align Right**, and **Justified**). The **Format > Align** menu also provides these options.



Figure 46: Font Name and Size on Formatting toolbar

✓ Note

To specify the language used in the cell, open the *Font* tab on the Format Cells dialog. Changing language in a cell allows different languages to exist within the same document. For more changes to font characteristics, see “Font effects” below.

i Tip

To choose whether to show the font names in their font or in plain text, go to **Tools > Options > LibreOffice > View** and select or deselect the **Show preview of fonts** option in the *Font Lists* section. For more information, see Chapter 14, Setting up and Customizing.

Font effects

- 1) Select a cell or cell range.
- 2) Right-click and select **Format Cells** in the context menu, or go to **Format > Cells** on the Menu bar, or press *Ctrl+1*, to open the Format Cells dialog.
- 3) Click on the *Font Effects* tab (Figure 47).
- 4) Select the font effect you want to use from the options available. The options available are described in Chapter 4, Using Styles and Templates.